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9 April 1954

MEMORANDUM FOR: Chairman, CIA Career Service Board

FROM: Task Force on Promotion

SUBJECT: Final Report

REFERENCE: Your Memorandum Dated 2 April 1954 (attached)

1. Attached is a proposed Regulation on promotion applicable to staff employees and staff agents, which has as its salient features:

a. Clear definition of the responsibility of supervisors at all levels and of heads of organizational components to consider and recommend the promotion of persons under their jurisdiction.

b. Clear definition of the responsibility of heads of Career Services to make final recommendations for the promotion of persons bearing the Career Designations of those Services.

c. Clear definition of the responsibility of the Assistant Director for Personnel to administer the promotion program and to approve necessary exceptions to the control contained therein.

d. Establishment of initial zones of consideration for promotion according to an Agency-wide time scale, and provision for review of each person's qualifications for promotion at least once each year after entering the zone of consideration.

e. Requirement for the consideration of all similarly qualified and available persons prior to the promotion of any individual.

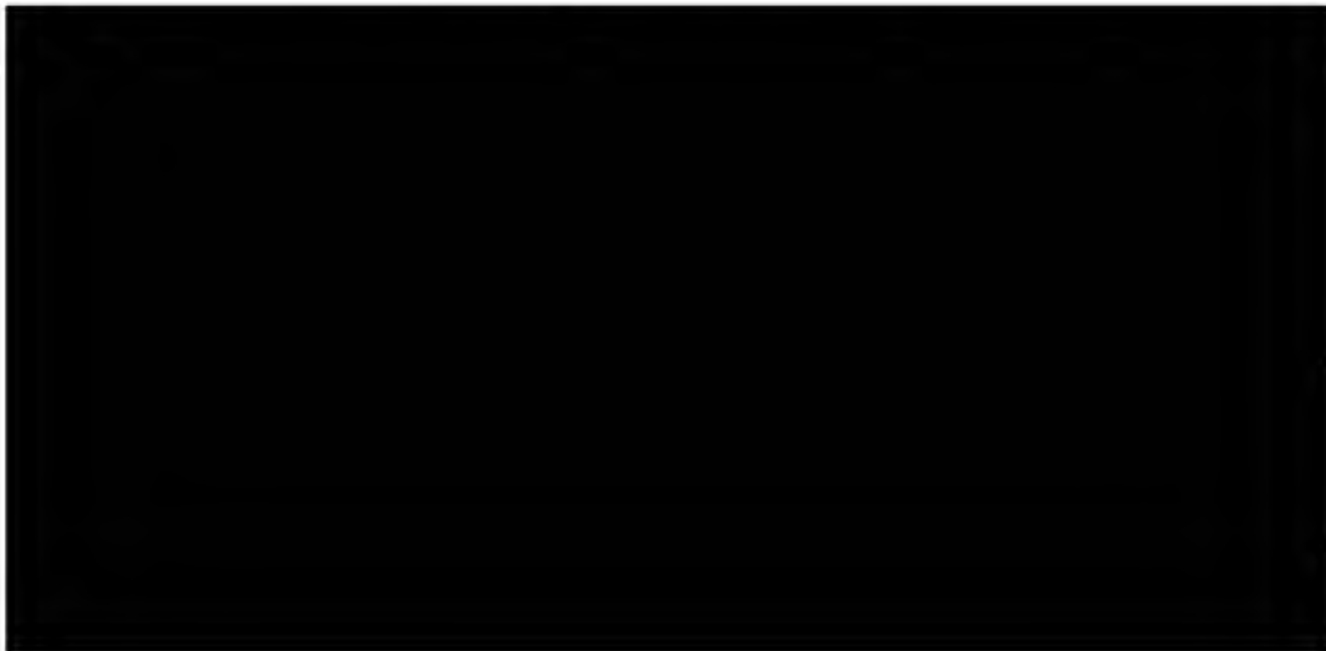
2. The text forwarded represents the general consensus of the Task Force.

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3. The Task Force recommends the approval of the Regulation and its referral by the Assistant Director for Personnel to the Deputy Director (Administration) for early publication.

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